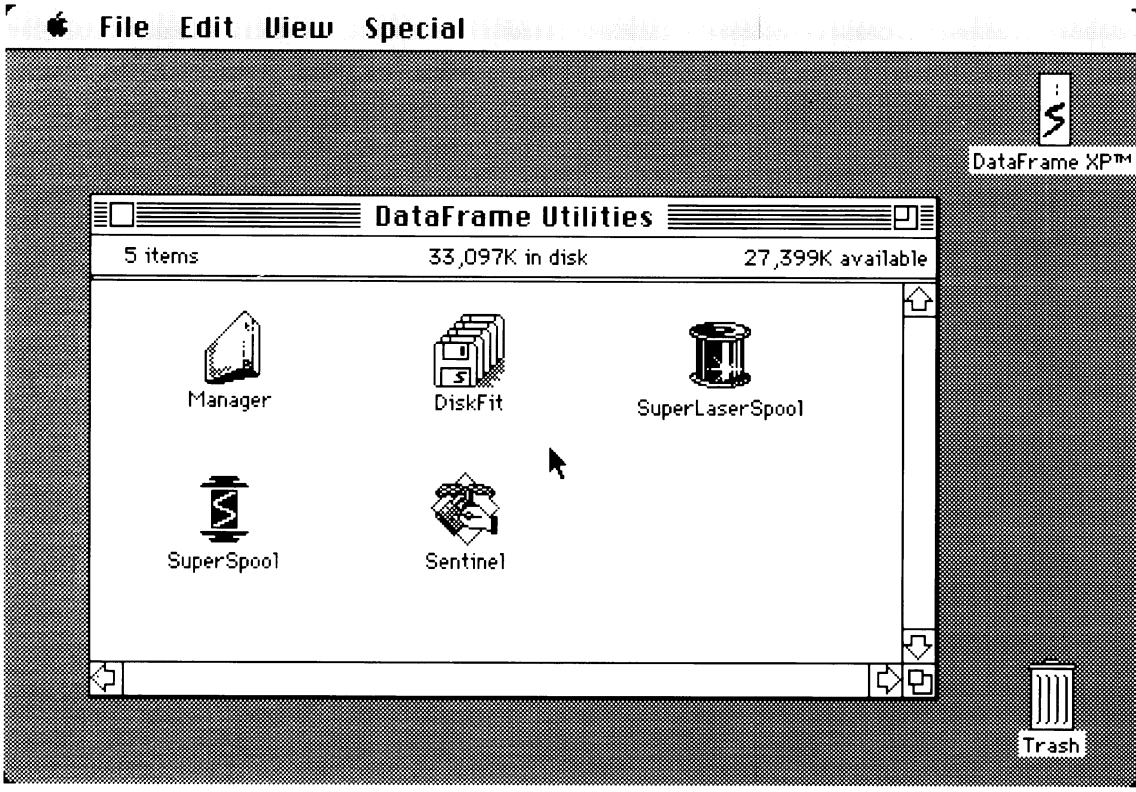
DataFrame Utilities
User's Manual



SUPERMAC TECHNOLOGY

DATAFRAME UTILITIES

USER'S MANUAL

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ABOUT THIS MANUAL

The *DataFrame Utilities User's Manual* describes five utility applications designed for use with your DataFrame hard disk. The utilities are found on your hard disk and on the *DataFrame Utility Software* disk. Not all of these utilities may be appropriate for your system. Read the chapter descriptions below to decide which applications are useful to you.

This manual assumes that you have read the *DataFrame User's Manual* and the owner's guide accompanying your Macintosh.

- Chapter 1 describes Manager, an application that can install a new DataFrame driver, change a DataFrame's SCSI ID, initialize a DataFrame, or test the hardware components of a DataFrame.
- Chapter 2 covers DiskFit. You use this application to back up a DataFrame to 3.5-inch disks or other volumes.
- Chapter 3 explains SuperLaserSpool, an application that allows you to use your Macintosh while printing to a LaserWriter, AppleTalk ImageWriter or direct-connect ImageWriter.
- Chapter 4 describes SuperSpool, an application that allows you to use your Macintosh while printing to a direct-connect ImageWriter.
- Chapter 5 covers Sentinel. This application lets you encrypt and decrypt your documents.

The *DataFrame Utility Software* disk contains files with additional documentation for each utility.

MANAGER

Introduction to Manager

Manager is a program with several functions. It can install a new DataFrame driver, change a DataFrame's SCSI ID, initialize a DataFrame, or test the hardware components of a DataFrame.

If you have questions or problems using Manager, contact your authorized SuperMac dealer or call SuperMac technical support at (415) 964-9660.

Launching Manager from a 3.5-inch Disk

The procedures below tell you how to launch Manager from the *DataFrame System Software* disk. If you would like to initialize your DataFrame or change its SCSI ID, you should start up using the *DataFrame System Software* disk, and launch Manager from it. This 3.5-inch disk contains the System, Finder and Manager icons. You cannot initialize a DataFrame or change its SCSI ID if the DataFrame is the startup disk.

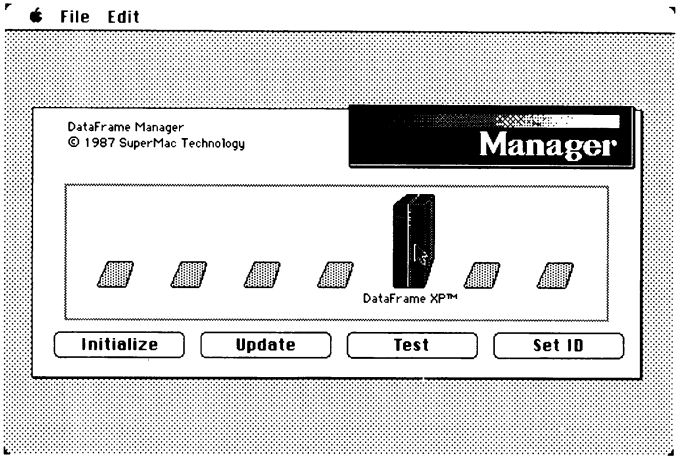
If you would like to display DataFrame information, install a new DataFrame driver, or test DataFrame hardware, you can launch Manager from the DataFrame or from the *DataFrame System Software* disk.

1. Start with your Macintosh and DataFrame turned off.
2. Insert the *DataFrame System Software* disk.
3. Turn on the DataFrame, wait 15 seconds, then turn on the Macintosh.

   The Macintosh should start up from the *DataFrame System Software* disk and its icon should appear on the upper-right corner of the desktop.

   The DataFrame icon may now appear below the *DataFrame System Software* disk icon. You can launch Manager whether or not the DataFrame icon appears on the desktop.

4. Double-click the Manager icon from the *DataFrame System Software* disk to display a dialog box similar to the one below:



Manager window

Icons representing your DataFrame and any other attached SCSI devices should appear in the Manager window.

If no DataFrame icon appears, choose Start Drive from the File menu. Manager will try to establish communication with the DataFrame and display its icon. If the DataFrame icon still does not appear, check to be sure SCSI cable is properly connected to the Macintosh and DataFrame.

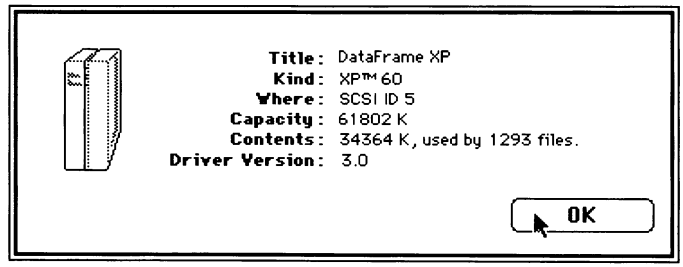
Launching Manager is complete.

Displaying DataFrame Information

You can quickly and easily see information about a DataFrame, such as its SCSI ID and its driver version, by following the procedures below:

1. Double-click the Manager icon on the DataFrame, or launch Manager from the *DataFrame System Software* disk as described in "Launching Manager from a 3.5-inch Disk" earlier in this chapter.

2. Click the DataFrame icon in the Manager window to select it and then choose Get Info from the File menu. (Double-clicking the DataFrame icon has the same effect.) A dialog box similar to the one below will be displayed:



4. Click OK to return to the Manager window.

Displaying DataFrame information is now complete.

Parking the Drive Heads

Manager has a command in the File menu to park the drive heads. Parking the drive heads moves them away from critical data storage areas, reducing the chance that damage or loss of data will occur in transit.

It's inconvenient to use Manager to park the drive heads because you have to start up from another disk, such as the *DataFrame System Software* disk. It's much easier to use the DataFrame's built-in command to park the drive heads. Simply hold down the Option key when selecting Shut Down from the File menu (available at the desktop). See "Shutting Down" in Chapter 2 of the *DataFrame User's Manual.*

1. Launch Manager from the *DataFrame System Software* disk as described in "Launching Manager from a 3.5-inch Disk" earlier in this chapter. You can't park the drive heads with Manager if the DataFrame is the startup disk.

2. Click on the DataFrame icon in the Manager window to select it.

3. Select Park Drive from the File menu. The drive heads will be parked and you can turn off your DataFrame.

4. Click OK to return to the Manager window.

5. Select Quit to return to the desktop.

Parking the drive heads is now complete.

Installing a New Driver

Run Manager if you want to install a new driver on your DataFrame. The **driver** is the software that the Macintosh uses to communicate with the DataFrame. The driver has no

icon, so you can't see it on the desktop. Your DataFrame comes with a driver already on it, but you may want to replace it if an improved version becomes available or if replacement is recommended in the "Troubleshooting" section in Chapter 3 of the *DataFrame User's Manual.* Installing a new driver takes only a few seconds and will not affect your data.

1. Double-click the Manager icon on the DataFrame, or launch Manager from the *DataFrame System Software* disk as described in "Launching Manager from a 3.5-inch Disk" earlier in this chapter.

2. Click the DataFrame icon in the Manager window to select it.

3. Click Update. After a few seconds, a new driver will be installed.

4. Choose Quit from the File menu to return to the desktop.

New driver installation is now complete.

Changing SCSI IDs

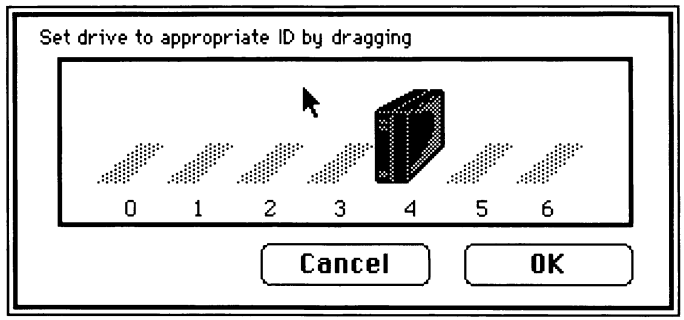
Run Manager if you want to change the SCSI ID of your DataFrame, or if you want to find out the current SCSI ID of your DataFrame. Changing the SCSI ID will not damage the data on your hard disk.

The Macintosh uses SCSI IDs to keep track of which SCSI devices are connected and to maintain communication with the devices. For a more complete explanation of SCSI IDs, see "Understanding SCSI ID" in Chapter 1 of the *DataFrame User's Manual.*

1. Launch Manager from the *DataFrame System Software* disk as described in "Launching Manager from a 3.5-inch Disk" earlier in this chapter. You cannot change the SCSI ID of your DataFrame if it is the startup disk.

2. Click the DataFrame icon in the Manager window to select it.

3. Click Set ID. A dialog box similiar to the one below is displayed, showing the current SCSI IDs of your DataFrame and any other SCSI devices:



If you do not want to change the SCSI ID, click Cancel to return to the Manager window.

4. Drag the highlighted DataFrame icon to a new location corresponding to the SCSI ID desired.

   The Manager will only let you drag the DataFrame icon to another SCSI ID location if it's not already occupied by another device.

5. Click OK to return to the Manager window.

6. Choose Quit from the File menu to return to the desktop.

The SCSI ID of your DataFrame has now been changed.

Initializing Your DataFrame

Run Manager if you want to initialize your DataFrame. **Initializing** your DataFrame with Manager completely erases the hard disk and prepares it to store information. Manager also detects and remaps bad hard disk sectors so they will not be used for storing data.

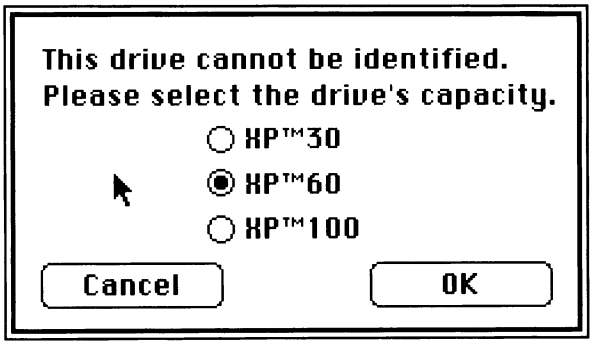
The consequences of initializing are severe: your entire hard disk will be erased. Be sure to back up all your data files (if possible) with DiskFit before initializing. If you are having trouble using your DataFrame, see "Troubleshooting" in Chapter 3 of the *DataFrame User's Manual* or call SuperMac technical support at (415) 964-9660 before you initialize.

1. Launch Manager from the *DataFrame System Software* disk as described in "Launching Manager from a 3.5-inch Disk" earlier in this chapter. You cannot initialize your DataFrame if it is the startup disk.

2. Click the DataFrame icon in the Manager window to select it.

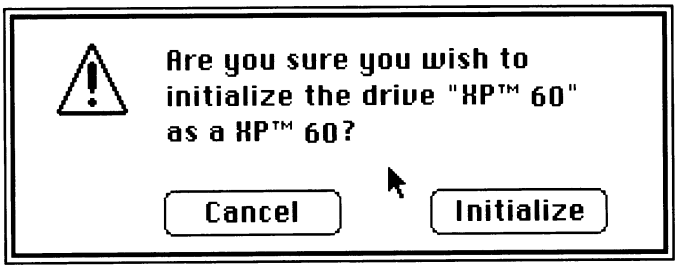
3. Click Initialize.

   If Manager cannot determine the size of your drive, the following dialog box will be displayed. (You can have Manager display this dialog box by holding down the Option key when you click Initialize.)



4. If applicable, select the correct drive size and click OK. Selecting the wrong drive size will cause the DataFrame to operate incorrectly.

   A dialog box giving you one last chance to change your mind should now appear:



5. Click Initialize to continue.

   Initializing will take several minutes. During this process, informative messages will appear on the screen. If the initialization is successful, a DataFrame icon will appear in the Manager window.

   If initialization fails, contact your authorized SuperMac dealer or call SuperMac technical support at (415) 964-9660.

6. Select Quit from the File menu to return to the desktop. The DataFrame icon should now appear below the *DataFrame System Software* icon.

DataFrame initialization is now complete.

Now that you have initialized your DataFrame, you need to restore your files. Use DiskFit to restore the files from your SmartSet to your DataFrame. See "Restoring the Files on a SmartSet to Your DataFrame" in Chapter 2.

If your SmartSet contains documents only, or if you are reconfiguring your hard disk from scratch, you need to drag a System Folder to your DataFrame before you can start up from it. The *DataFrame System Software* disk contains a System Folder.

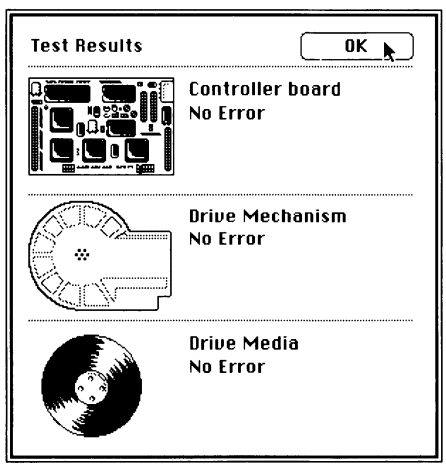
Testing DataFrame Hardware

Manager has a command to test the hardware components of your DataFrame. You can run the test at any time without damaging the data on your hard disk. Three components are tested: the controller board, the drive mechanism, and the drive media.

1. Double-click the Manager icon on the DataFrame, or launch Manager from the *DataFrame System Software* disk as described in "Launching Manager from a 3.5-inch Disk" earlier in this chapter.

2. If you don't want to test all three hardware components, choose Configure Test from the File menu to display a dialog box allowing you to deselect the components desired.

3. Click Test. The test will proceed, and the the results will be displayed in a dialog box similar to the one below:



If you get any errors on the controller board or the disk mechanisim, contact your authorized SuperMac dealer or call SuperMac technical support at (415) 964-9660 for assistance.

If you get any drive media errors, you should back up, initialize, retest, and restore the files on your DataFrame. Back up your files using DiskFit (see "Backing Up – Creating a SmartSet" in Chapter 2). Next, initialize using the latest version of the Manager available from an authorized SuperMac dealer (see "Initializing Your DataFrame" earlier in this chapter). Click Test again. If you get no errors, then restore your files from the DiskFit SmartSet (see "Restoring the Files on a SmartSet to Your DataFrame" in Chapter 2).

5. Click OK.

6. Choose Quit from the File menu to return to the desktop.

Testing the DataFrame hardware is now complete.

DISKFIT

Introduction to DiskFit

DiskFit is a hard disk backup utility allowing you to quickly and easily back up your DataFrame. With DiskFit you can back up your entire hard disk, documents only, applications only or a single file to 3.5-inch disks or to a second hard disk. DiskFit is fast and automatic, and creates Finder-readable files.

The first time you back up your DataFrame it may take 30 to 45 minutes. During the first backup, DiskFit creates a **SmartSet**, a set of 3.5-inch disks containing all the files you've told DiskFit to back up. The next time you do an incremental backup (back up your hard disk to the same SmartSet), the process should take much less time, because DiskFit only backs up data that has been added or changed since the previous backup. This includes removing from the SmartSet any files you have removed from the hard disk. After an incremental backup, the contents of the SmartSet exactly resemble the contents of your hard disk.

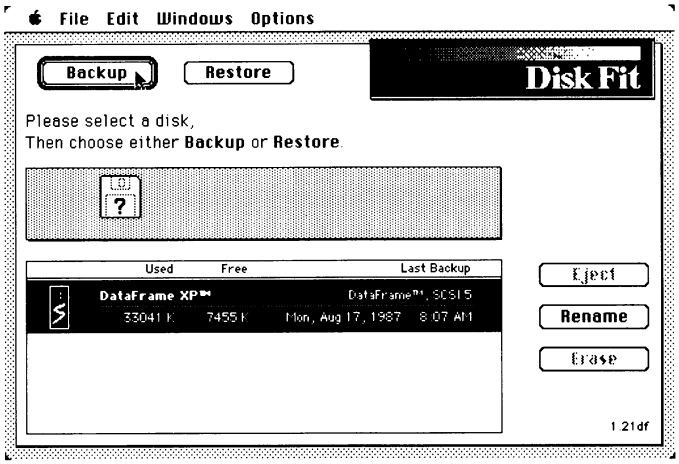
The following sections explain the basic steps to back up and restore your hard disk. Complete documentation for all of DiskFit's features is available by choosing Help from the Windows menu after launching DiskFit.

Backing Up – Creating a SmartSet

Take the following steps to back up your DataFrame and create a SmartSet.

1. Locate the DiskFit and DiskFit Help icons on your DataFrame. If they are not on your DataFrame, copy them from the *DataFrame Utility Software* disk.

2. Double-click on the DiskFit icon. A screen similar to the following should be displayed:



DiskFit control screen

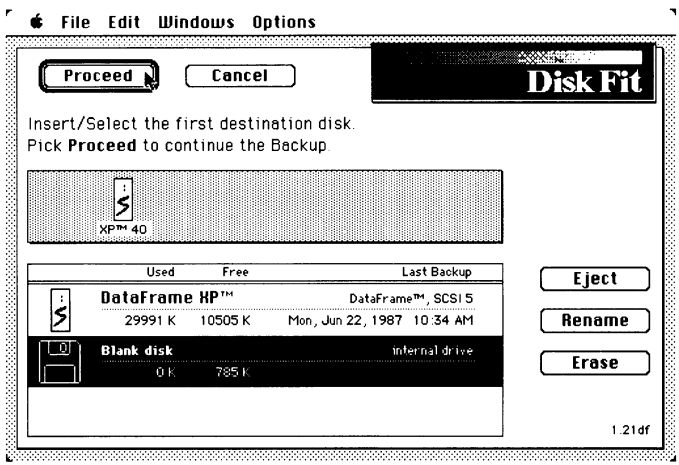
3. If your DataFrame is not already highlighted as shown above, select it by clicking on it.

4. Click Backup.

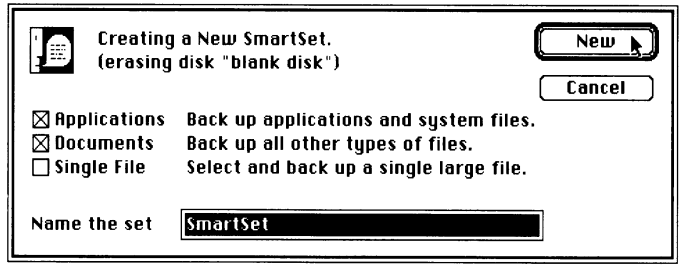
5. Insert a 3.5-inch disk. This will become the first disk in a SmartSet.

   DiskFit will initialize new 3.5-inch disks automatically to the size that is standard for your internal or external disk drive. If a disk contains data, DiskFit will erase it before making it part of the SmartSet.

   The DiskFit screen should now appear like this:



6. Click Proceed. The following dialog box should appear:



7. Enter a new name for the SmartSet if you wish. Otherwise, the default name "SmartSet" will be used.

8. If you would like to back up your entire DataFrame, make sure the Applications and Documents boxes are checked.

   If you would like to back up applications only, documents only or a single file, check the appropriate box.

9. Click New. DiskFit will now scan your DataFrame, copy files to the 3.5-inch disk already in the drive, and eject the disk.

10. Insert additional disks when prompted. Click Proceed after inserting each disk. DiskFit names each disk automatically with a number and the SmartSet name following this pattern: 1.SmartSet, 2.SmartSet and so on.

    It is very important to label each disk. DiskFit will ask for disks by name during incremental backups.

    The message "Backup from DataFrame XP™ was successful" will appear when the backup operation has finished.

11. Choose Quit from the File menu to return to the desktop.

The backup sequence is complete.

Incremental Backup – Updating a SmartSet

An incremental backup is the process of updating a SmartSet so it reflects any changes you have made to your hard disk since the last backup. This includes removing from the SmartSet any files you have removed from your hard disk. After an incremental backup, the contents of the SmartSet exactly resemble the contents of your hard disk.

For an incremental backup you will need a SmartSet, plus a few extra disks to add to the SmartSet if necessary. If you do not already have a SmartSet, see "Backing Up – Creating a SmartSet" earlier in this section.

1. Double-click on the DiskFit icon on your DataFrame. The DiskFit control screen will be displayed.

2. If your DataFrame is not already highlighted, select it by clicking on it.

3. Click Backup.

4. Insert the first disk of your SmartSet.

5. Click Proceed. DiskFit will now scan your DataFrame, update the first SmartSet disk and eject it.

6. Insert the remaining disks in the SmartSet as requested. If no changes are required on a disk, DiskFit will not ask for it. That means, for example, that DiskFit may not need disk 2.SmartSet and may ask for 3.SmartSet after the first disk. You can see why labeling your disks is so important.

   If your DataFrame contains files that will not fit on the existing SmartSet disks, DiskFit will ask you to insert a disk to add to the SmartSet.

   The message "Backup from DataFrame XP™ was successful" will appear when the incremental backup has finished.

7. Choose Quit from the File menu to return to the desktop.

The incremental backup is now complete.

Restoring the Files on a SmartSet to Your DataFrame

This section is intended to help you use DiskFit and a SmartSet to rebuild the information on your DataFrame. DiskFit's Restore command lets you quickly and easily copy all the files from a SmartSet to your hard disk. If you need to restore only one or two files from a SmartSet, just use the Finder to drag them from a SmartSet disk to your DataFrame.

Before you restore all the files from a SmartSet to your DataFrame, you should first initialize the hard disk. See "Initializing Your DataFrame" in Chapter 1. If your SmartSet does not contain a System Folder, be sure to copy one to the DataFrame after you finish restoring your files.

To restore all files from a SmartSet to your DataFrame, first configure a 3.5-inch disk with a System, Finder, DiskFit and DiskFit Help, and follow the steps below. You may find it convenient to have a 3.5-inch external disk drive connected to your Macintosh when restoring your files.

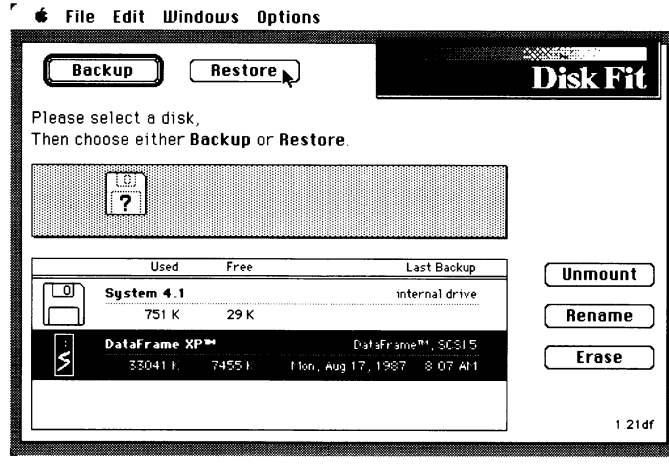
1. Turn off your Macintosh and DataFrame.

2. Insert your disk containing a System, Finder, DiskFit and DiskFit Help in the internal disk drive.

3. Turn on your DataFrame, wait 15 seconds, then turn on your Macintosh. The icon for the 3.5-inch disk should appear in the upper-right corner of the desktop with the DataFrame icon below it.

4. Double-click the DiskFit icon on the startup disk. The DiskFit control screen will be displayed.

5. Select the DataFrame by clicking on it.



6. Click Restore.

7. Your next step depends upon whether or not you have an external disk drive connected to your Macintosh.

   If you have an external drive, follow these steps:

   A. Insert the first disk of your SmartSet into the external drive.

   B. Click Proceed. The files on the first disk of the SmartSet will be copied to your hard disk and the disk will be ejected.

C. Insert each SmartSet disk as requested. Once you have inserted the last disk in the SmartSet and DiskFit asks for another, click Missing and then click Done. The message "Restore to XP20 was successful" will appear.

D. Select Quit from the File menu to return to the desktop.

If you do not have an external drive, follow these steps:

A. Select the startup disk by clicking on it, then click Eject.

B. Insert the first disk of the SmartSet.

C. Click Proceed. You will then be asked to alternately insert the startup disk and the first SmartSet disk.

D. When the message "Please insert the next disk, **1.SmartSet**" appears, click the startup disk to select it and click Eject.

E. Insert the first disk of the SmartSet once again. The files on the first disk of the SmartSet will be copied to your hard disk and the SmartSet disk will be ejected.

F. Insert each SmartSet disk as requested. Once you have inserted the last disk in the SmartSet and DiskFit asks for another, click Missing and then click Done. The message "Restore to DataFrame XP™ was successful" will appear.

G. Insert the startup disk as requested by DiskFit.

H. Select Quit from the File menu to return to the desktop.

The restore sequence is complete.

Note: If your SmartSet does not contain a System Folder, be sure to copy one to the DataFrame now that you have finished restoring your files.

DiskFit Questions and Answers

Q: Can I use DiskFit to back up my DataFrame to a set of 10- or 20- megabyte removable cartridges?

A: Yes. DiskFit is designed to back up to most volumes whose icon can appear on the desktop, including a removable cartridge mass storage device.

Q: Can I use DiskFit to back up an AppleShare server?

A: Not with the version that came with your DataFrame. Your authorized SuperMac dealer sells a version of DiskFit called Network DiskFit that will back up an AppleShare server.

If you have further questions about DiskFit, contact your authorized SuperMac dealer or call SuperMac technical support at (415) 964-9660.

SUPERLASERSPOOL

Introduction to SuperLaserSpool

SuperLaserSpool is a utility that allows you to use your Macintosh while printing to a LaserWriter, AppleTalk ImageWriter or direct-connect ImageWriter. Once you install SuperLaserSpool, the documents you want printed will first be **spooled**, or sent to your DataFrame, and then printed while you use your Macintosh to work on other tasks. Because SuperLaserSpool can spool a document very quickly, you no longer have to waste time waiting for your printer to finish before regaining use of your Macintosh.

SuperLaserSpool also includes an optional desk accessory called Laser Queue, which provides some special features such as allowing you to change the order in which queued jobs print. See "Using the Laser Queue Desk Accessory" later in this section.

For additional documentation, open the documentation file on the *DataFrame Utility Software* disk, or read the on-line help available in the Laser Queue desk accessory.

If you would like to spool to a direct-connect ImageWriter only, you may find that SuperSpool performs faster. See Chapter 4, "SuperSpool."

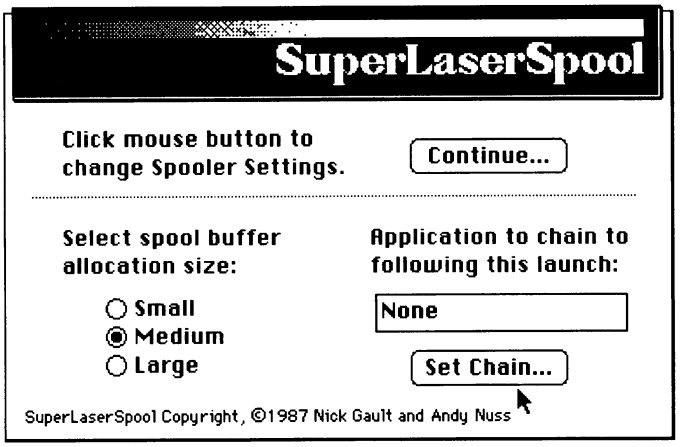
Launching SuperLaserSpool

You need to launch SuperLaserSpool every time you start up your Macintosh. To launch SuperLaserSpool and configure the spooler, follow these steps:

1. Locate the icon labeled SLS on your DataFrame. If it is not on your DataFrame, copy it from the *DataFrame Utility Software* disk.

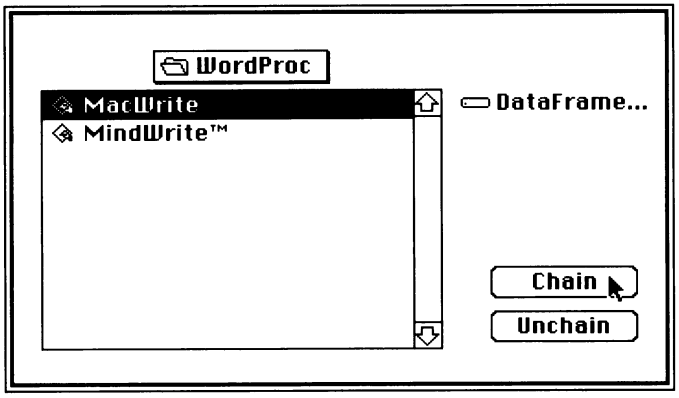
SLS

2. Double-click the SLS icon to display a dialog box giving you an opportunity to configure the spooler. Click the mouse button as soon as the dialog box appears, to keep it in view. If you don't click the mouse button immediately, the dialog box will disappear, and SuperLaserSpool will be installed using the same configuration as last time.



3. Change the spool buffer size if desired. For most of your printing needs, leave the buffer size set to Medium.

4. If desired, click Set Chain to display a dialog box allowing you to specify an application (or none) to launch automatically after SuperLaserSpool has finished installing.



If you would like another application to be launched immediately after SuperLaserSpool has finished installing, select the application and click Chain. The name of the application you select will now appear above the Set Chain button in the SuperLaserSpool installation window.

If you don't want an application to be launched immediately after SuperLaserSpool has finished installing, click Unchain.

5. Click Continue. SuperLaserSpool will return you to the desktop or launch the application whose name appears above the Set Chain button.

SuperLaserSpool is now installed until you Restart or Shut Down, or until you click the Deinstall button in the Laser Queue desk accessory.

If you would like SuperLaserSpool launched every time you start up your Macintosh, make SuperLaserSpool the **startup application**. To do this, click the SLS icon on the desktop to highlight it and choose Set Startup from the Special menu. SuperLaserSpool will now launch automatically each time you start up your Macintosh.

If you no longer want SuperLaserSpool to launch automatically, make the Finder the startup application by clicking on the Finder icon and choosing Set Startup from the Special menu. Your Macintosh will no longer launch SuperLaserSpool when you start up the next time.

When launched, SuperLaserSpool creates resources for its own use that appear as icons on your desktop. SuperLaserSpool puts a folder named SLS Spool Files in the DataFrame's window, a file named SLS Alerts in the System Folder, and one or more of these files in the System Folder: SLS Copy LaserWriter, SLS Copy ImageWriter or SLS Copy AppleTalk ImageWriter.

It is best to leave these icons where SuperLaserSpool originally puts them. Do not throw any of these icons into the Trash unless directed to do so in "SuperLaserSpool Troubleshooting" later in this section.

Using SuperLaserSpool

Once you've launched SuperLaserSpool, follow exactly the same procedures to print a document from any application as you would if you were not running SuperLaserSpool.

Each time you make a print request you will see the usual print dialog boxes. The difference between printing with SuperLaserSpool and printing without it only becomes apparent when you've finished with the print dialog box: you will regain the use of your Macintosh before printing begins, not after.

You can continue using your Macintosh to work on your document, open a new one, or even quit the application and launch a different one. SuperLaserSpool will continue to print the documents you have already spooled.

SuperLaserSpool allows you to queue up as many print jobs as you wish, so it doesn't matter if a job has finished printing before you issue a print command for another document. SuperLaserSpool remembers all the printing jobs you ask it to perform.

SuperLaserSpool will spool documents for printing on the LaserWriter, AppleTalk ImageWriter and direct-connect ImageWriter. If your Macintosh is connected to more than one printer, you must use the Chooser desk accessory to select which printer you want each document to print on. Although SuperLaserSpool places no restriction on how often or when you can switch printers, it can only send spooled files to one printer at a time.

SuperLaserSpool remembers the printer that was selected at the time of each print request, and will use only that printer to handle the request. In other words, it's best to think of the Chooser as a tool that lets you tell SuperLaserSpool which printer you want a document to be printed on when that document's turn arrives. The Chooser cannot be used to designate a printer for documents that have already been spooled.

Installing the Laser Queue Desk Accessory

Laser Queue is an optional desk accessory that provides a number of special features as described in the following section "Using the Laser Queue Desk Accessory." Install Laser Queue if you would like access to the special features it provides.

Follow these steps to install the Laser Queue desk accessory using the Font/DA Mover. You need to install Laser Queue only once in your DataFrame's System.

1. Locate the Laser Queue icon and the Font/DA Mover icon on your DataFrame. If necessary, copy Laser Queue from the *DataFrame Utility Software* disk, or copy the Font/DA Mover from the *DataFrame System Software* disk.

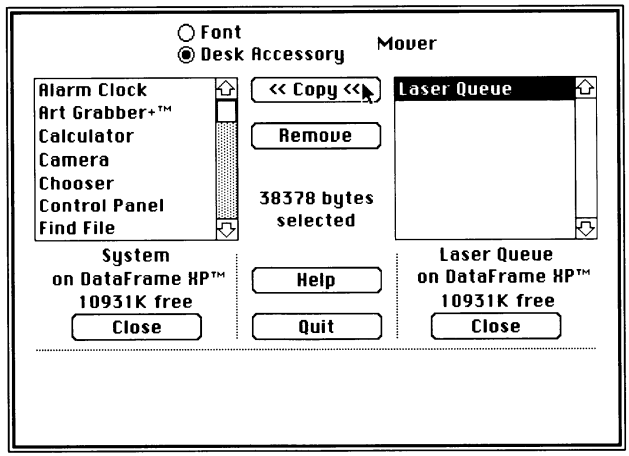
2. Double-click on the Font/DA Mover icon on your DataFrame.

3. Click the Desk Accessory button. The desk accessories in your System should be displayed.

4. Click the Open button on the lower-right side of the screen. A dialog box allowing you to select files will be displayed.

5. Locate the Laser Queue desk accessory and click Open.

6. Select Laser Queue by clicking on it. The Font/DA Mover screen should now look like this:



7. Click Copy. The desk accessory will now be installed in your System.

8. Click Quit to return to the desktop.

Installation of the Laser Queue desk accessory is complete.

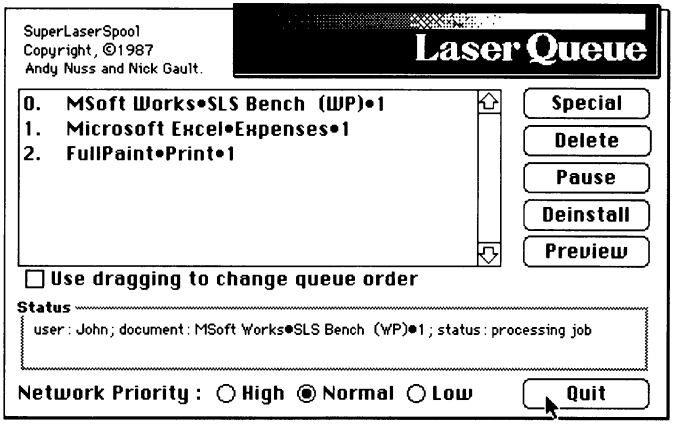
Using the Laser Queue Desk Accessory

The Laser Queue desk accessory allows you to view the status of your queued print jobs, delete documents from the queue, get on-line help, change the place where your spooled files are stored, change the order in which queued documents print, pause the printing of spooled jobs (even as you continue to spool additional documents for printing later) and more.

You do not need to use Laser Queue in order to spool and print your documents. Install Laser Queue if you would like access to the special features it provides. See "Installing the Laser Queue Desk Accessory" earlier in this section to install Laser Queue.

Once you have installed Laser Queue and launched SuperLaserSpool, you can select Laser Queue from the Apple menu at any time. For example, you can select Laser Queue right after you have spooled a five-page letter from MacWrite.

Choosing Laser Queue from the Apple menu brings up a dialog box similar to the following one:



The view rectangle lists the **spooled files** that are queued up for printing in the order in which they will be printed. These spooled files are created by your application and SuperLaserSpool and contain all of the information needed to print your document.

Laser Queue provides access to the following special features of SuperLaserSpool:

- **Use Dragging to Change Queue Order**
  If you check this box, then selecting a file and dragging it will move its position up or down in the queue. In this way you can change the order in which spooled files will be printed.

  If you do not check this box, the view rectangle behaves in the standard Macintosh way: dragging through the list simply changes the file you are selecting.

- **Status**
  Posts LaserWriter status messages when a spooled file is printing to the LaserWriter. These are the same messages that would appear on the screen while printing to the LaserWriter if you were not using SuperLaserSpool.

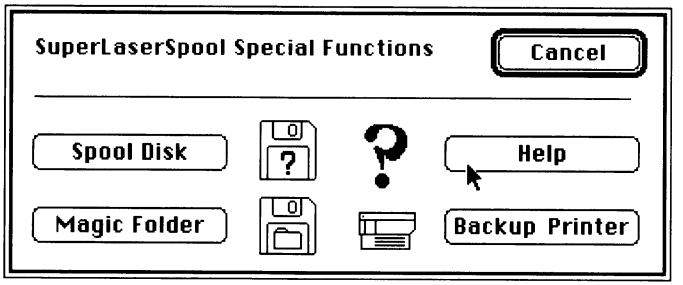
- **Network Priority**
  Printers connected over AppleTalk ordinarily handle print requests on a first-come, first-served basis. The Network Priority buttons allow you to bypass this ranking.

  If your priority is set to High, all your pending print requests will be handled before any other pending requests on the network, even if the other requests were made before yours.

  If your priority is set to Low, all your pending print requests will be handled after other pending requests on the network, even if your requests were made earlier.

If your priority is set to Normal, AppleTalk printers will treat your print requests as though they were made under normal conditions without priorities. If there are other SuperLaserSpool users on the network, your requests will be handled after any made by users with High priority, before any made by users with Low priority, and after any older requests made by users who also have Normal priority on the network.

- **Special**
  Brings up a dialog box that gives you control of four of SuperLaserSpool's unique features:



Spool Disk
Brings up a dialog box allowing you to choose the volume on which you would like your spooled files stored. For most of your printing, you will probably want to spool to your DataFrame. You can, however, have your spooled files stored on a file server or a 3.5-inch disk. SuperLaserSpool will automatically create a folder named SLS Spool Files on whichever volume you select.

Help
Brings up a window with extensive instructions on using SuperLaserSpool.

Magic Folder
Brings up a dialog box allowing you to designate the SLS Spool Files folder on any available volume as your Magic Folder. Spooled files dragged into the Magic Folder will automatically be added to your print queue. These spooled files do not have to be created on your system to be printed; in fact, they could be created by other people in other locations and copied into your Magic Folder.

The SLS Spool Files folder on your startup volume is initially designated your Magic Folder by SuperLaserSpool. You may wish to designate another SLS Spool Files folder as your Magic Folder. For example, your Magic Folder on a shared volume will allow others to spool files to you for printing.

Backup Printer
Brings up a dialog box allowing you to select a backup printer.

Each spooled file remembers its destination printer. When a spooled file is about to be printed, SuperLaserSpool looks for its designated printer. If it is not visible on the network, then SuperLaserSpool will look for the backup printer (if one was specified). Printing will be rerouted to the backup printer only if the designated printer is turned off or not connected to the network. Printing will *not* be rerouted if the designated printer is busy with another job.

You can change the backup printer by quitting Laser Queue, selecting Chooser from the Apple menu and clicking the desired backup printer icon, choosing Laser Queue again, then clicking the Use Chooser's button in the Backup Printer dialog box.

- **Delete**
  Removes the spooled file selected in the view rectangle from the queue so that it will not be printed. If you delete a document while it is printing, it may take about 15 seconds for this file to disappear from the queue and stop printing. Occasionally it may take a few minutes for your laser printer to respond to your request to delete. The laser printer may be so involved with processing graphic images at these times that it does not look back to your Macintosh very frequently. Don't worry; eventually your job will be deleted.

- **Pause**
  Temporarily suspends the printing of spooled documents. When you click Pause, the button changes to Resume, awaiting the time you wish to start the printer again and begin the next job in the queue.

  Pausing printing doesn't cancel a print job or deinstall SuperLaserSpool. You can continue issuing print commands and spooling files to the disk. They will be printed when you click Resume.

  As with deleting jobs, occasionally it may take a few minutes for your laser printer to respond to your request to pause.

- **Deinstall**
  Returns you to the nonspooling mode of printing and suspends printing of spooled documents. Documents selected for printing after you choose Deinstall will be sent directly to the printer without spooling, and you will not have use of your Macintosh while printing.

  If you click Deinstall while a document is printing, spooling will stop as soon as the current job completes. (If you want to cancel the job in progress, select the document and click Delete before you select Deinstall.)

  After you select Deinstall, the button will read Reinstall, giving you the option of returning to the spooling mode. Documents still in the queue will be printed when you click Reinstall.

- **Preview**
  Lets you see in advance how your spooled files will look when printed. SuperLaserSpool does not allow you to preview the spooled file at the top of the queue.

  After you select a spooled file and click Preview, a reduced version of the document will be displayed. Click anywhere on the previewed page to zoom in. To return to the original preview size, simply click on the previewed picture again. SuperLaserSpool provides mini-arrows at the bottom of the viewing area of multipage documents to move between pages.

  To exit the Preview screen just click anywhere outside the Preview window.

- **Quit**
  Returns you to your application.

SuperLaserSpool Troubleshooting

If SuperLaserSpool isn't working properly, first try returning to the Finder and selecting Restart. If SuperLaserSpool still fails, then follow these steps to replace it and the printer drivers on your DataFrame.

1. Restart your Macintosh without launching SuperLaserSpool by following one of these procedures:

   - If SuperLaserSpool is *not* the startup application, simply choose Restart from the Special menu.

   - If SuperLaserSpool is the startup application, make the Finder the startup application by clicking on its icon and choosing Set Startup from the Special menu. Then choose Restart from the Special menu.

2. Drag the SLS icon and the folder named SLS Spool Files to the Trash.

3. Drag the following files (if you find them in the System Folder) to the Trash: SLS Alerts, SLS Copy LaserWriter, SLS Copy ImageWriter and SLS Copy AppleTalk ImageWriter.

4. Choose Empty Trash from the Special menu.

5. Insert the *DataFrame Utility Software* disk.

6. Drag the SLS icon from the disk to the desired folder on the DataFrame. Eject the disk.

7. Insert the *DataFrame System Software* disk.

8. Replace your printer drivers by dragging the ImageWriter, LaserWriter and AppleTalk ImageWriter icons from the disk to the DataFrame's System Folder.

9. Launch SuperLaserSpool again (see "Starting SuperLaserSpool" earlier in this section). If it still fails, try replacing your System and Finder. See "Replacing the System and Finder" in Chapter 3 of the *DataFrame User's Manual.*

SuperLaserSpool Questions and Answers

Q: Why does the currently printing file sometimes disappear from the queue long before the printer has finished?

A: Once all the PostScript code necessary to describe your document has been sent to the LaserWriter, the file name will be removed from the queue. The LaserWriter may take a while to process the code before it prints the page.

Q: What happens if the Macintosh crashes when I'm printing, or if I want to turn off my Macintosh and I have many spooled documents waiting to be printed?

A: Upon restarting your Macintosh, SuperLaserSpool remembers precisely the state of the print queue, and will resume printing of the page that was printing at the time of the crash or shut down.

Q: Can I use SuperLaserSpool with Apple's Switcher?

A: Yes. However, SuperLaserSpool takes up about 130K of memory while printing is in progress, so you will have that much less memory to work with in your Switcher configurations.

Q: Why can't I preview spooled files created from certain applications, including PageMaker and Illustrator?

A: You can't preview these spooled files because they are not in QuickDraw format. QuickDraw is used by nearly all Macintosh applications to draw the images you see on the screen. Some applications have chosen to use the PostScript language contained in the LaserWriter as their language of choice. SuperLaserSpool prints these files, but cannot preview them on the screen.

If you have further questions about SuperLaserSpool, contact your authorized SuperMac dealer or call SuperMac technical support at (415) 964-9660.

SUPERSPOOL

Introduction to SuperSpool

SuperSpool is a utility that allows you to use your Macintosh while printing to a direct-connect ImageWriter. Once you install SuperSpool, the documents you want printed will first be spooled, or sent to your DataFrame, and then printed while you use your Macintosh to work on other tasks. Because SuperSpool can spool a document very quickly, you no longer have to waste time waiting for your printer to finish before regaining use of your Macintosh.

SuperSpool also includes an optional desk accessory called Print Queue, which provides some special features such as allowing you to change the order in which queued jobs print. See "Using the Print Queue Desk Accessory" later in this section.

For additional documentation, open the documentation file on the *DataFrame Utility Software* disk, or read the on-line help available in the Print Queue desk accessory.

If you would like to spool to the LaserWriter or to an AppleTalk ImageWriter, see Chapter 3, "SuperLaserSpool."

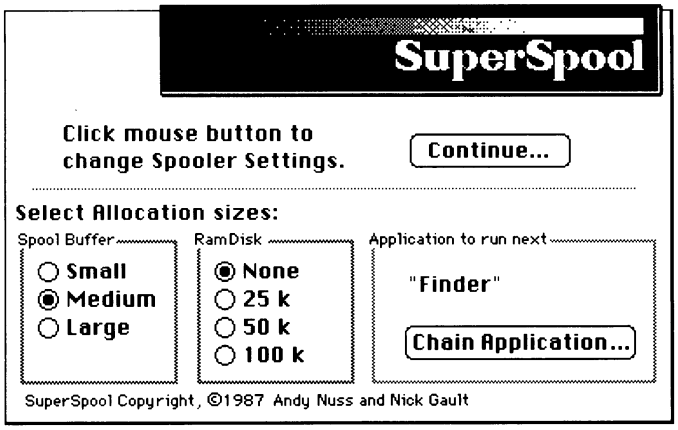
Launching SuperSpool

You need to launch SuperSpool every time you start up your Macintosh. Follow these steps to launch SuperSpool and configure the spooler:

SuperSpool

1. Locate the icon labeled SuperSpool on your DataFrame. If it is not on your DataFrame, copy it from the *DataFrame Utility Software* disk.

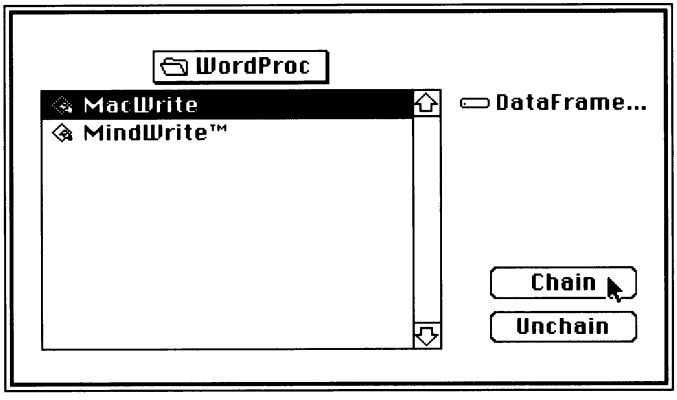
2. Double-click the SuperSpool icon to display a dialog box giving you an opportunity to configure the spooler. Click the mouse button as soon as the dialog box appears, to keep it in view. If you don't click the mouse button immediately, the dialog box will disappear, and SuperSpool will be installed using the same configuration as last time.



3. Change the spool buffer size if desired. For most of your printing needs, leave the buffer size set to Medium.

4. Since your DataFrame contains ample space for spooled files, leave the Ram Disk set to None.

5. If desired, click Chain Application to display a dialog box allowing you to specify an application (or none) to launch automatically after SuperSpool has finished installing.



If you would like another application to be launched immediately after SuperSpool has finished installing, select the application and click Chain. The name of the application you select will now appear above the Chain Application button on the SuperSpool installation screen.

If you don't want an application to be launched immediately after SuperSpool has finished installing, click Unchain.

6. Click Continue. SuperSpool will return you to the desktop or launch the application whose name appears above the Chain Application button.

   SuperSpool is now installed until you Restart or Shut Down, or until you click the Deinstall button in the Print Queue desk accessory.

If you would like SuperSpool launched every time you start up your Macintosh, make SuperSpool the startup application. To do this, click on the SuperSpool icon on the desktop to highlight it and choose Set Startup from the Special menu. SuperSpool will now launch automatically each time you start up your Macintosh.

If you no longer want SuperSpool to launch automatically, make the Finder the startup application by clicking on the Finder icon and choosing Set Startup from the Special menu. Your Macintosh will no longer launch SuperSpool when you start up the next time.

When launched, SuperSpool creates resources for its own use that appear as icons on your desktop. SuperSpool puts a folder named SS Spool Files in the DataFrame's window, as well as a file named SuperSpool Alerts and a file named SS Copy ImageWriter in the System Folder.

It is best to leave these icons where SuperSpool originally puts them. Do not throw any of these icons into the Trash unless directed to do so in "SuperSpool Troubleshooting" later in this section.

Using SuperSpool

Once you've launched SuperSpool, follow exactly the same procedures to print a document from any application as you would if you were not running SuperSpool.

Each time you make a print request you will see the usual print dialog boxes. The difference between printing with SuperSpool and printing without it only becomes apparent when you've finished with the print dialog box: you will regain the use of your Macintosh before printing begins, not after.

You can continue using your Macintosh to work on your document, open a new one, or even quit the application and launch a different one. SuperSpool will continue to print the documents you have already spooled.

SuperSpool allows you to queue up as many print jobs as you wish, so it doesn't matter if a job has finished printing before you issue a print command for another document. SuperSpool remembers all the printing jobs you ask it to perform.

Installing the Print Queue Desk Accessory

Print Queue is an optional desk accessory that provides a number of special features as described in the following section "Using the Print Queue Desk Accessory." Install Print Queue if you would like access to the special features it provides.

Follow these steps to install the Print Queue desk accessory using the Font/DA Mover. You need to install Print Queue only once in your DataFrame's System.

1. Locate the Print Queue icon and the Font/DA Mover icon on your DataFrame. If necessary, copy Print Queue from the *DataFrame Utility Software* disk, or copy the Font/DA Mover from the *DataFrame System Software* disk.

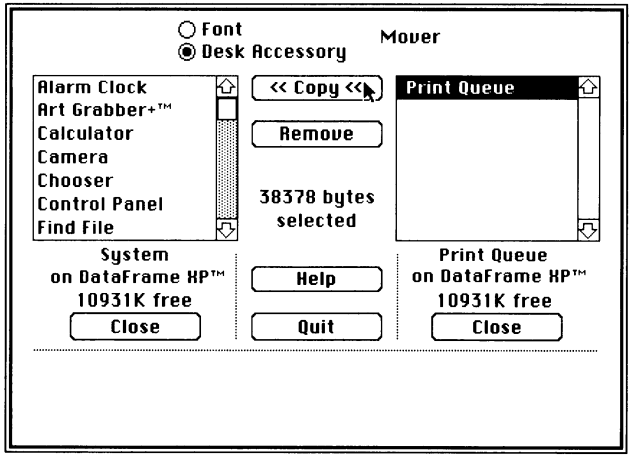
2. Double-click on the Font/DA Mover icon on your DataFrame.

3. Click the Desk Accessory button. The desk accessories in your System should be displayed.

4. Click the Open button on the lower-right side of the screen. A dialog box allowing you to select files will be displayed.

5. Locate the Print Queue desk accessory and click Open.

6. Select Print Queue by clicking on it. The Font/DA Mover screen should now look like this:



7. Click Copy. The desk accessory will now be installed in your System.

8. Click Quit to return to the desktop.

Installation of the Print Queue desk accessory is complete.

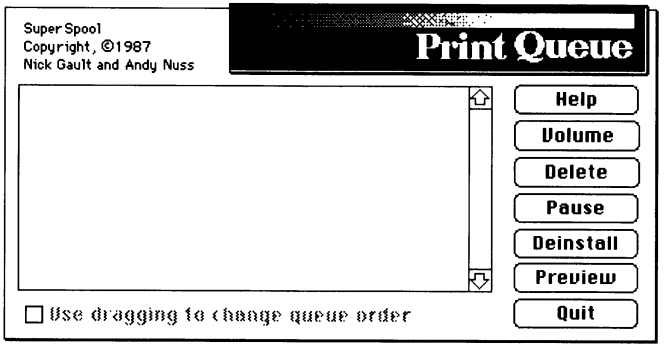
Using the Print Queue Desk Accessory

The Print Queue desk accessory allows you to view the status of your queued print jobs, delete documents from the queue, get on-line help, change the place where your spooled files are stored, change the order in which queued documents print, pause the printing of spooled jobs (even as you continue to spool additional documents for printing later) and more.

You do not need to use Print Queue in order to spool and print your documents. Install Print Queue if you would like access to the special features it provides. See "Installing the Print Queue Desk Accessory" earlier in this section to install Print Queue.

Once you have installed Print Queue and launched SuperSpool, you can select Print Queue from the Apple menu at any time. For example, you can select Print Queue right after you have spooled a five-page letter from MacWrite.

Choosing Print Queue from the Apple menu brings up a dialog box similar to the following one:



The view rectangle lists the spooled files that are queued up for printing in the order in which they will be printed. These spooled files are created by your application and SuperSpool and contain all of the information needed to print your document.

Print Queue provides access to the following special features of SuperSpool:

- **Use Dragging to Change Queue Order**
  If you check this box, then selecting a file and dragging it will move its position up or down in the queue. In this way you can change the order in which spooled files will be printed.

  If you do not check this box, the view rectangle behaves in the standard Macintosh way: dragging through the list simply changes the file you are selecting.

- **Help**
  Brings up a window with extensive instructions on using SuperSpool.

- **Volume**
  Brings up a dialog box allowing you to choose the volume on which you would like your spooled files stored. For most of your printing, you will probably want to spool to your DataFrame. You can, however, have your spooled files stored on a file server or a 3.5-inch disk. SuperSpool will automatically create a folder named SS Spool Files on whichever volume you select.

- **Delete**
  Removes the spooled file selected in the view rectangle from the queue so that it will not be printed. If you delete a document while it is printing, it may take about 15 seconds for this file to disappear from the queue and stop printing. Don't worry; eventually your job will be deleted.

- **Pause**
  Temporarily suspends the printing of spooled documents. When you click Pause, the button changes to Resume, awaiting the time you wish to start the printer again and begin the next job in the queue.

  Pausing printing doesn't cancel a print job or deinstall SuperSpool. You can continue issuing print commands and spooling files to the disk. They will be printed when you click Resume.

- **Deinstall**
  Returns you to the nonspooling mode of printing and suspends printing of spooled documents. Documents selected for printing after you choose Deinstall will be sent directly to the printer without spooling, and you will not have use of your Macintosh while printing.

  If you click Deinstall while a document is printing, spooling will stop as soon as the current job completes. (If you want to cancel the job in progress, select the document and click Delete before you select Deinstall.)

  After you select Deinstall, the button will read Reinstall, giving you the option of returning to the spooling mode. Documents still in the queue will be printed when you click Reinstall.

- **Preview**
  Lets you see in advance how your spooled files will look when printed. You can preview the spooled file at the top of the queue only when Pause has been selected.

  After you select a spooled file and click Preview, a reduced version of the document will be displayed. Click anywhere on the previewed page to zoom in. To return to the original preview size, simply click on the previewed picture again. SuperSpool provides mini-arrows at the bottom of the viewing area of multipage documents to move between pages.

  To exit the Preview screen just click anywhere outside the Preview window.

- **Quit**
  Returns you to your application.

SuperSpool Troubleshooting

If SuperSpool isn't working properly, first try returning to the Finder and selecting Restart. If SuperSpool still fails, then follow these steps to replace it and the ImageWriter driver on your DataFrame.

1. Restart your Macintosh without launching SuperSpool by following one of these procedures:

   - If SuperSpool is *not* the startup application, simply choose Restart from the Special menu.

   - If SuperSpool is the startup application, make the Finder the startup application by clicking on its icon and choosing Set Startup from the Special menu. Then choose Restart from the Special menu.

2. Drag the SuperSpool icon and the folder named SS Spool Files to the Trash.

3. Drag the following files (if you find them in the System Folder) to the Trash: SuperSpool Alerts and SS Copy ImageWriter.

4. Choose Empty Trash from the Special menu.

5. Insert the *DataFrame Utility Software* disk.

6. Drag the SuperSpool icon from the disk to the desired folder on the DataFrame. Eject the disk.

7. Insert the *DataFrame System Software* disk.

8. Replace the ImageWriter printer driver by dragging the ImageWriter icon from the 3.5-inch disk to the DataFrame's System Folder.

9. Launch SuperSpool again (see "Starting SuperSpool" earlier in this section). If it still fails, try replacing your System and Finder. See "Replacing the System and Finder" in Chapter 3 of the *DataFrame User's Manual.*

SuperSpool Questions and Answers

Q: What happens if the Macintosh crashes when I'm printing, or if I want to turn off my Macintosh and I have many spooled documents waiting to be printed?

A: Upon restarting your Macintosh, SuperSpool remembers precisely the state of the print queue, and will resume printing at the top of the page that was printing at the time of the crash or shut down.

It is up to you, however, to make sure that the printer paper is properly aligned at the top of the page before you restart your Macintosh. It's also a good idea to reset your ImageWriter by turning it off and on.

Q: Why does the ImageWriter sometimes stop for several seconds while printing is in progress?

A: Periodically the Macintosh needs a short time to send part of a spooled file to the ImageWriter. The ImageWriter will print this part of the spooled file and then wait until the Macintosh is available to send another part of the spooled file. Tasks such as opening applications, compilations or large database sorts may delay printing, because they tie up the Macintosh's microprocessor. There is no cause for concern, since printing will resume promptly.

Q: Can I use SuperSpool with Apple's Switcher?

A: Yes. However, SuperSpool takes up about 130K of memory while printing is in progress, so you will have that much less memory to work with in your Switcher configurations.

Q: Why is it that some print jobs have a separate spooled file for every page in the spooled document, whereas others have only one spooled file?

A: It is the application, not SuperSpool, that is responsible for creating spooled files. Some applications create more than one spooled file for a given document.

Q: I've been trying to print a complex graphics document in high quality mode and the printer seems to skip horizontal slices occasionally. How can I prevent this?

A: If this problem occurs, you need to shut down, launch SuperSpool again and change the spool buffer size to Large. See "Launching SuperSpool" earlier in this section.

If you have further questions about SuperSpool, contact your authorized SuperMac dealer or call SuperMac technical support at (415) 964-9660.

SENTINEL

Introduction to Sentinel

Sentinel is a data encryption utility that lets you lock your documents right on your desktop. Locked documents appear in the same place on the disk as their originals and are approximately the same size. They remain as standard Macintosh documents, allowing you to duplicate, archive or otherwise manipulate them. The only difference between a locked document and an unlocked counterpart is that the data contained in the locked document is encrypted, and can only be accessed by using the correct password.

Sentinel offers you two types of encryption: SuperCrypt and DES. SuperCrypt is an effective and very fast type of encryption. A 100K document takes just under 5 seconds to lock or unlock using SuperCrypt. DES is the U.S. Bureau of Standards' data encryption algorithm and is extremely rigorous. A 100K document takes just under one and a half minutes to lock or unlock using DES. Unless you are required to use DES we suggest you use SuperCrypt which is very safe and quite a bit faster.

Sets

Locking and unlocking your documents can be quite time consuming if you do each one individually. Sentinel allows you to manage a list of documents with its Set feature. Building a Set tells Sentinel that you want to lock and unlock a list of documents at the same time with one password. You do not physically group those documents together; they remain in their original folders. Sentinel remembers the location of each document in a Set and automatically locks it when a password for the Set is entered. Creating a Set lets you quickly lock and unlock those documents that you may use during the same work session. All documents in a given Set must reside on the same disk.

The Work Set

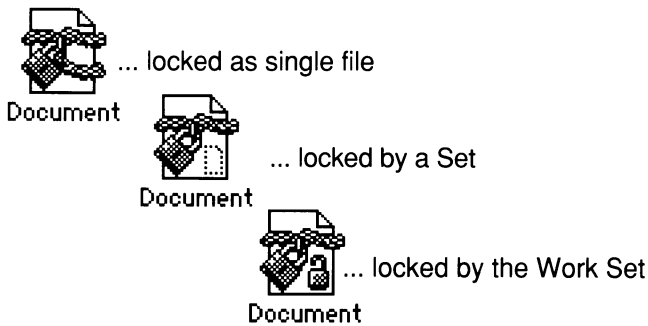
The Work Set is a special kind of Set that Sentinel creates to remember which documents have been unlocked during a work session. As each document is unlocked, whether it is an individual file or belongs to a Set, Sentinel adds it to the Work Set. This means that the Work Set maintains a list of all the unlocked documents and their locations. The Work Set will remember a document until that document is locked.

The Work Set serves two purposes. First it allows you to quickly lock any documents that are currently unlocked in the middle of a work session. You may lock or unlock the Work Set the same way you lock a Set. This means you can lock your documents, walk away from your Macintosh, return and quickly unlock the same documents, all with one password.

Secondly, the Work Set keeps track of any documents that have been unlocked, regardless of whether or not the Mac has been turned off in the interim. Sentinel assumes until told otherwise that documents which you have locked and unlocked with Sentinel are meant to stay private and keeps track of them for you. If at any time a document is unlocked and you don't want to keep it secure anymore, you can remove it from the Work Set if desired.

Icons

Sentinel uses icons to indicate what state your document is in: unlocked, locked, locked as part of a Set, or locked as part of the Work Set. The icon represents the last type of locking which took place to that document. Under certain circumstances it may not indicate the actual status of your document. A document which was last locked as part of a Work Set but was then removed by you from the Work Set will maintain the padlock in the corner of the icon until that document is unlocked and locked again.



Locked document icons on the desktop

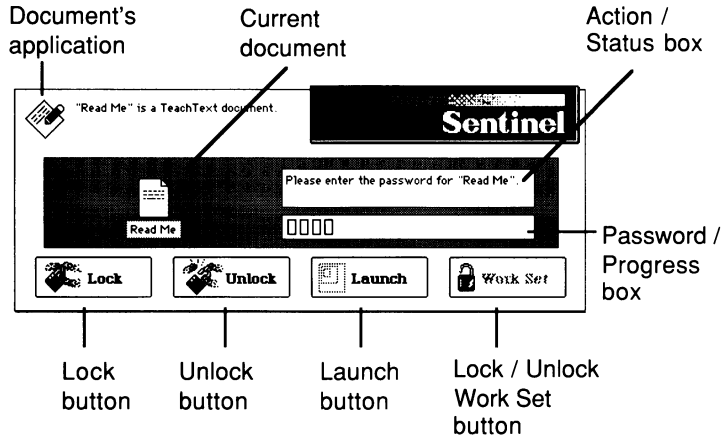
Sentinel changes a document's file type when it locks a document. You can see the new file type by clicking on a locked document's icon and choosing Get Info from the File menu on the desktop.

Sentinel locks only documents, and does not lock applications or system files.

The next section explains how to use Sentinel. We suggest you create some practice documents to lock and unlock before you actually start securing your your own documents. Once a document is locked it can only be unlocked with the correct password. If you forget your password the document can never be unlocked.

Sentinel Panel

The Sentinel Panel is the screen displayed after you launch Sentinel by double-clicking its icon. The procedures in the next sections will refer to the Panel.



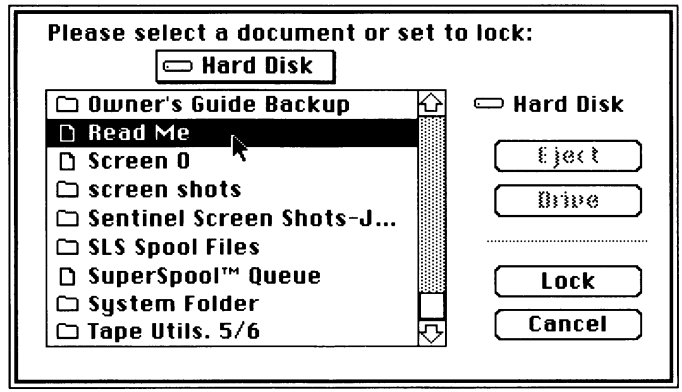
Sentinel Panel

Locking Documents

Follow the procedures below to lock a document.

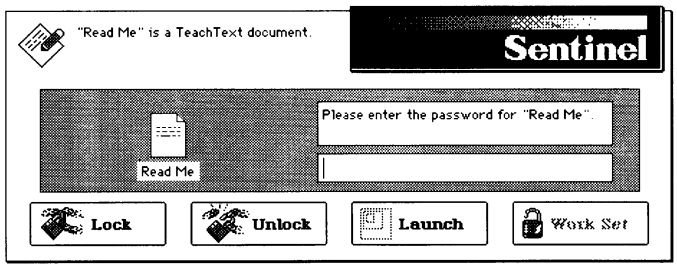
1. Click Lock or choose Lock from the File menu.

   A dialog box showing folders, unlocked documents and unlocked Sets will appear:



Selecting a document to lock

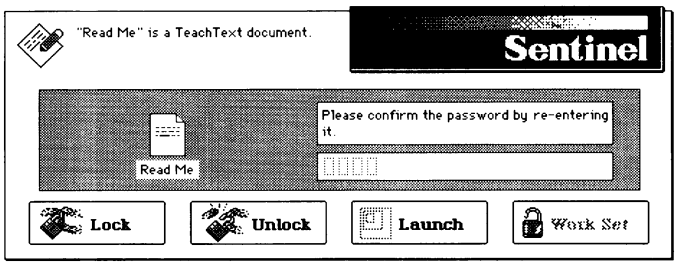
2. Select a document and click Lock. Sentinel now asks you to enter a password:



Entering a password to lock a document

3. Enter a password and press Return (or Enter). The password must contain from 4 to 20 characters, and should be easy to remember but hard to guess.

   Sentinel will now ask you to confirm the password:



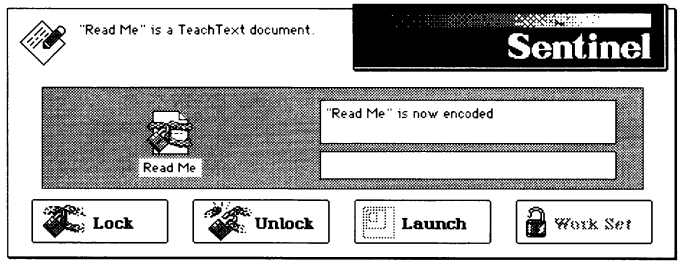
Confirming a password to lock a document

4. Enter the same password again.

   If the password is confirmed, Sentinel starts locking the document. The Progress box shows the percentage of the file that has been locked. To cancel the locking, press Command-Period.

   If the password entered does not match the first password entered, return to step 3.

   Once Sentinel has locked the document, its icon will have a padlock and chain around it, and a message will appear in the Status box indicating it has been locked:



A document's icon after locking

At this point you can continue using Sentinel, or click Quit to leave Sentinel and return to the desktop.

When you return to the desktop, you will see that the document's icon has a padlock and chain around it, indicating it has been locked by Sentinel:

A locked document's icon as it appears on the desktop

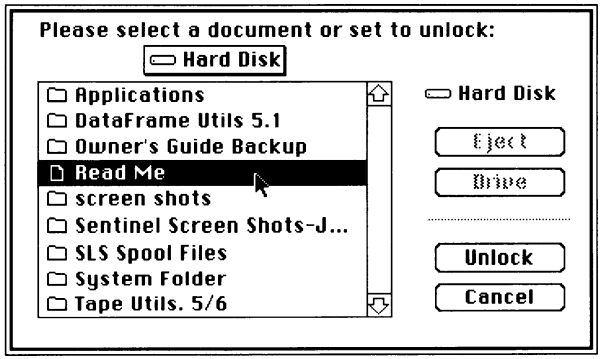
Unlocking Documents

Follow the procedures below to unlock a document.

You need the original password entered at the time the document was locked to unlock a document.

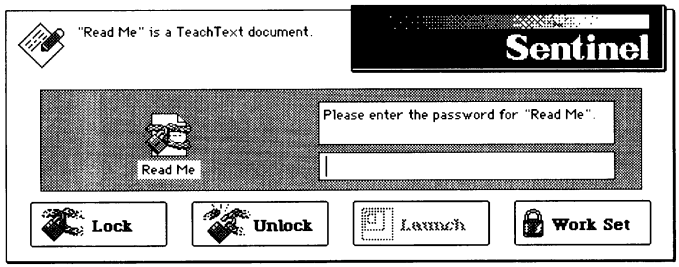
1. Click Unlock or choose Unlock from the File menu.

   A dialog box showing folders, locked documents and locked Sets will appear:



Selecting a document to unlock

2. Select a document and click Unlock. Sentinel now displays a message asking you to enter the password:



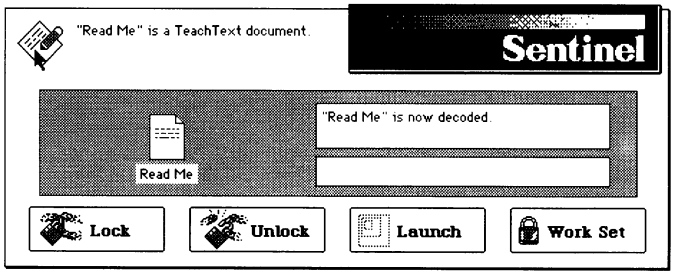
Entering a password to unlock a document

3. Enter the password and press Return (or Enter).

   If you entered the correct password, Sentinel will begin unlocking the document. The Progress box shows the percentage of the file that has been unlocked. To cancel the unlocking, press Command-Period.

   If an incorrect password was entered, Sentinel will ask you to try again. The document will remain locked until you enter the correct password.

   Once Sentinel has unlocked the document, its icon will no longer have a padlock and chain around it, and a message will appear in the Status box indicating it has been unlocked:



A document's icon after unlocking

At this point you can launch the document, continue using Sentinel, or click Quit to leave Sentinel and return to the desktop.

You can launch a document if its application is present in the upper-left corner of the Panel. You do this by double-clicking the document, or by clicking the Launch button. You can also launch just the application by double-clicking its icon in the upper-left corner of the Panel.

When you return to the desktop, you will see that the document's icon no longer has padlock and chain around it:

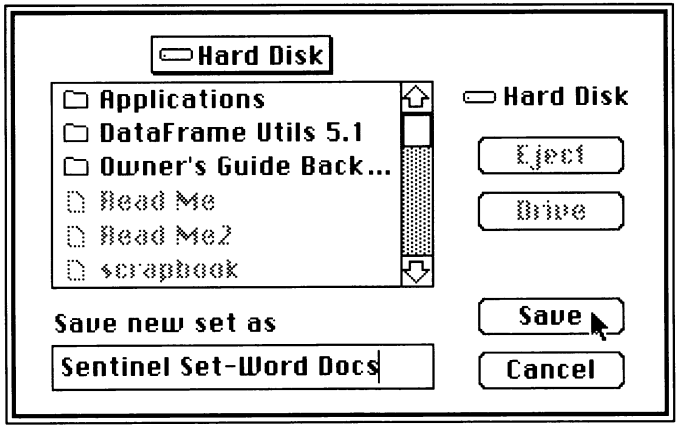
An unlocked document's icon as it appears on the desktop

Creating a Set

The following procedures show you how to create a Set and add documents to it.

A Set and all of the documents in it must reside on the same disk.

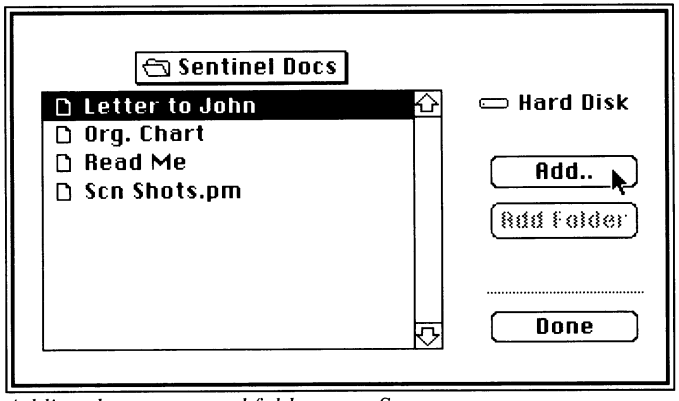
1. Choose New Set from the Special menu. The following dialog asking you to enter a name will be displayed:



Saving a new Set

2. Enter a name for the Set and click Save.

   A new empty Set will be created. A dialog box appears letting you add documents:



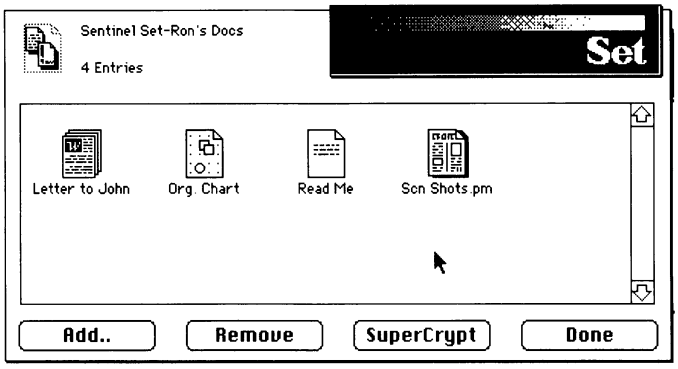
Adding documents and folders to a Set

3. Select a document or folder, and click Add.

   If you add a folder to a Set, only the documents in that folder will be added. Documents nested in another folder will not be added.

4. Continue to add more documents and folders until your Set is complete.

5. Click Done to display a dialog box showing the documents in the Set:



Set Panel

If you would like to add a document, remove a document, change a document's encryption type or launch a document, see "Using Sets" below.

6. Click Done to return to the Sentinel Panel.

At this point you can continue using Sentinel, or click Quit to leave Sentinel and return to the desktop.

When you return to the desktop you will find a Set icon:

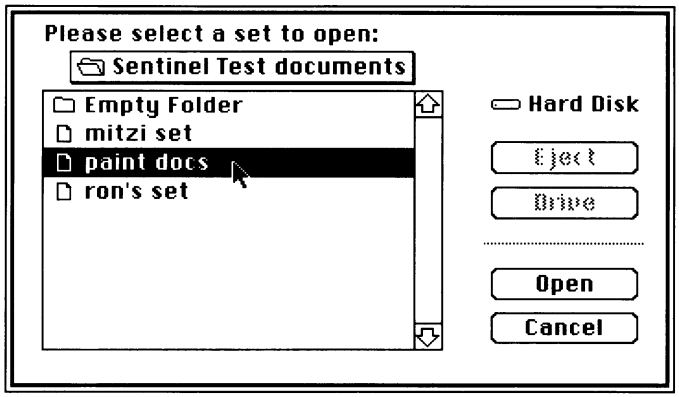
A Set icon as it appears on the desktop

Using Sets

Follow the steps below to view a Set, delete documents from it, add documents to it, change a document's encryption type, or launch a document.

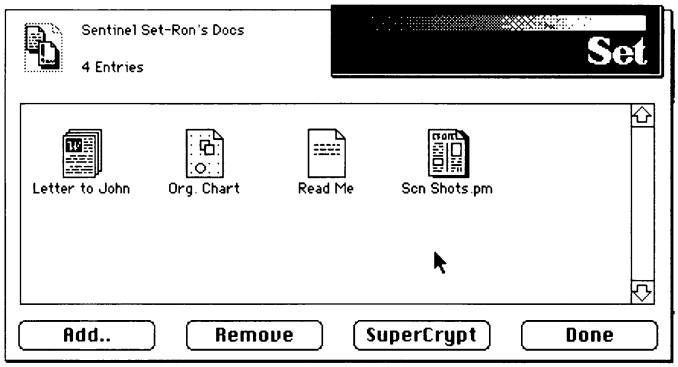
If you would like to lock or unlock a Set, follow the procedures in "Locking Documents" and "Unlocking Documents" earlier in the manual.

1. Choose Open Set from the Special menu. A dialog box showing folders, unlocked Sets and locked Sets will appear:



Selecting a Set to open

2. Select a Set and click Open. A dialog box similar to the box below will be displayed:



Set Panel

The upper-left corner of the dialog box displays the name of the Set and the number of documents in it. In the center are the documents that reside in the Set. Use the scroll bar to see additional documents. The Set Panel also gives you access to the following commands:

- **Add**
  Brings up a dialog box to select documents to add to the Set. Only unlocked documents which are on the same disk as the Set can be added. You can add a document even if the Set is locked. A Set can contain up to 100 documents. The default encryption type is applied to added documents.

- **Remove**

Removes the selected document from the Set. This operation does not delete the document; it merely removes it from the Set.

- **SuperCrypt/DES,**
  Changes the encryption type of a selected document. You can see the encryption type of a document by selecting it. You can only change the encryption type of unlocked documents.

- **Launch**
  Double-click a document to launch it. If a document's icon appears generic, its application is not available and double-clicking will have no effect. If a document's icon appears gray, you cannot launch it.

- **Done**
  Returns you to the Sentinel Panel.

- **Gray Icon**
  If a document's icon appears gray, it means the document has been deleted, dragged to another folder or had its name changed. Sentinel will remove any documents with gray icons from a Set at the time that Set is locked.

Work Set Commands

Follow the steps below show to lock, unlock, show, save or clear the Work Set.

The first time Sentinel is launched, it automatically creates a Work Set icon which resides next to the Trash icon on the desktop. The appearance of the Work Set button changes depending upon the status of the Work Set:

Unlocked Work Set icon (left) and locked Work Set icon

When the Work Set is locked, the padlock on its icon appears closed. When the Work Set is unlocked or empty, the padlock on its icon appears open. Double-clicking the Work Set icon will launch Sentinel.

- **Lock Work Set**
  Click the Work Set button when the padlock is open, or choose Lock Work Set from the Special menu to initiate the locking sequence.

Sentinel will ask for a password, then ask you to confirm the password (see "Locking Documents" for complete procedures). Once the Work Set is locked, the padlock on the Work Set button will be closed.

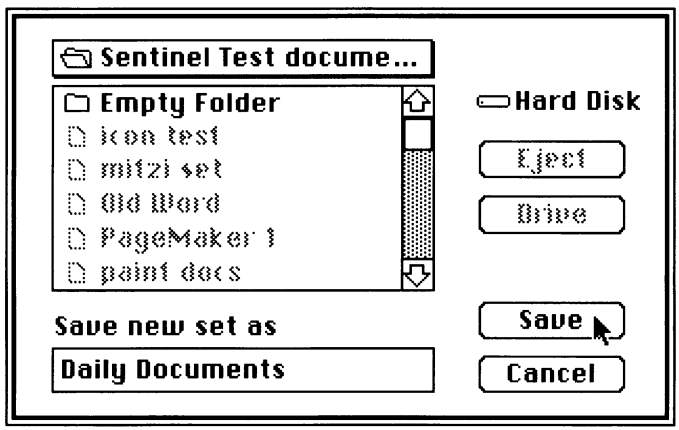
- **Unlock Work Set**
  Click the Work Set icon when the padlock is closed, or choose Unlock Work Set from the Special menu to initiate the unlocking sequence.

  Sentinel will ask for the password (see "Unlocking Documents" for complete procedures). Once the Work Set is unlocked, the padlock on the Work Set button will be opened.

- **Show Work Set**
  Displays the documents in the Work Set. See "Using Sets" in the previous section to add, remove, change the encryption type or launch documents from the Work Set.

- **Save Work Set**
  Lets you take a snapshot of the documents in the Work Set and use them to create a new Set.

  Choosing Save Work Set brings up a dialog box allowing you to assign a name to the Set:



Saving the Work Set as a new Set

- **Clear Work Set**
  Clears the documents out of the Work Set. The documents are not deleted; they are merely removed from the Work Set.

After you select Clear Work Set, the Work Set button on the Sentinel Panel will appear grayed out, and the padlock on Work Set icon on the desktop will be opened.

Hints

The following hints supplement the information elsewhere in this section. You may find these tips useful:

- Locking and unlocking will go faster if the sound and animation are turned off. The sound and animation can be turned off by choosing Use Sound from the Special menu.
- You can change the default encryption type from SuperCrypt to DES by choosing Use DES from the Special menu.
- You can launch Sentinel by double-clicking the Work Set icon, any Set icon or a locked document's icon.
- You can add an unlocked document to a Set at any time, even if that Set is locked.
- You can mix and match the encryption types of documents in a Set or in the Work Set.

Two documents in a Set with different encryption types

- A document will remain part of a Set unless it is deleted, renamed, dragged to another folder or removed from the Set.
- At the time a Set is locked, Sentinel removes any documents that were previously locked using a password that doesn't match the Set's password. For example, suppose a Set contains a document that was locked using password A. If the Set is now locked using password B, the document previously locked with password A will be removed from the Set.
- A document can be a member of two or more Sets. A document will remain a member of each Set unless you remove it from a Set or Sentinel removes it from a Set.
- Sentinel will continue to keep track of unlocked documents even while the Work Set is locked.

GLOSSARY

application: A software program used to create or manipulate data. For example, MacWrite, Excel.

backup: A copy of the files on a disk. It's a good idea to use DiskFit to copy the files on your DataFrame regularly, and to keep the backup disks in a safe place. See also **incremental backup, SmartSet**.

copy protection: Software modifications that prevent you from making a functional duplicate of an application.

desk accessories (or DAs): "Mini-applications" that are available on the Apple menu from within most applications. Examples are Scrapbook, Print Queue and Alarm Clock.

DES: The U.S. National Bureau of Standard's data encryption algorithm. DES is extremely rigorous, but not as fast as SuperCrypt. A 100K document takes just under one and a half minutes to lock or unlock using DES.

desktop: The screen that appears after your Macintosh has started up, showing your disks, folders and files. You can launch applications, create new folders and reorganize files from the desktop. See also **Finder**.

disk: A storage medium that can record files, folders and other information. 3.5-inch disks store up to 800K of data and are used in the Macintosh internal and external disk drives. See also **hard disk**.

document: A file you create with a Macintosh application. For example, a letter in MacWrite.

drive heads: The parts of the hard disk mechanism that write to and read from the disk. See also **parking.**

driver: Software that allows the Macintosh to communicate with a peripheral device.

file: A named collection of information stored on a disk, usually represented by an icon on the desktop. For example, a document, an application, and the System.

Finder: The application that manages the Macintosh desktop operations. The Finder allows you to copy files, launch applications, create new folders and more. See also **desktop**.

folder: An electronic metaphor for manila folders. A folder resides on the desktop and helps you keep your files and applications organized in a logical hierarchy.

hard disk: A device that stores information on a rigid platter covered with a magnetic medium spinning at high speeds. Hard disks can store much more information than 3.5-inch disks, and perform much faster. For example, your DataFrame.

icon: A graphic representation of a hard disk, 3.5-inch disk, folder, file, or other resource that appears on the desktop. For example, the MacWrite icon, the DataFrame icon, the Trash icon, the System Folder icon.

incremental backup: The process of backing up only whatever has changed on your hard disk since the last backup. After an incremental backup using DiskFit, the contents of your SmartSet backup disks will be identical to the contents of your hard disk. See also **SmartSet**.

initialize: To completely erase the data on a disk, and to prepare a disk to store data.

lock: To encrypt the data in a document. Sentinel needs a password to lock a document.

parking: Moving the drive heads away from critical data storage areas on a hard disk. See also **drive heads**.

queue: A list of spooled files created by SuperSpool or SuperLaserSpool that await printing. You can see and modify the queue from the Print Queue or Laser Queue desk accessory. See also **spooled file**.

password: A 4 to 20 character string used by Sentinel as a key to lock and unlock a document.

Restart: A Finder command available on the Special menu that ejects any 3.5-inch disks, completes any Finder operations, and restarts the Macintosh.

restore: To copy backup files to hard disk. DiskFit's Restore command copies all the files from a SmartSet to a DataFrame. See also **SmartSet**.

SCSI: Small Computer System Interface, pronounced "scuzzy." A set of hardware and software specifications allowing certain hard disks and other peripheral devices to transfer data to and from the Macintosh quickly and reliably. The DataFrame uses this interface.

SCSI device: A hard disk or other hardware device that conforms to the SCSI standards set by ANSI (American National Standards Institute). For example, the DataFrame.

SCSI ID: A number between 0 and 7 assigned to a SCSI device that distinguishes it from other SCSI devices.

Set: A list of documents that you want Sentinel to manage as a group. A Set might contain, for example, all of your spreadsheets. You can lock or unlock a Set (and all of its documents) with a single password.

Shut Down: A Finder command available on the Special menu that ejects any 3.5-inch disks, completes any Finder operations, and prepares the Macintosh and DataFrame for turning off.

SmartSet: A set of 3.5-inch disks or other volumes containing a backup of your DataFrame as created by DiskFit.

spool: To intercept a print file on its way to the printer and reroute it to disk, where it's saved as a **spooled file** and held until the printer is ready for it. SuperSpool and SuperLaserSpool spool documents quickly, and give you access to your Macintosh while documents print.

spooled file: A file created by SuperSpool or SuperLaserSpool that contains all of the information needed to print a document. See also **spool.**

startup application: The application that is launched automatically every time you start up your Macintosh. You can specify the startup application from the desktop by clicking the desired application and choosing Set Startup from the Special menu.

startup disk: The disk that contains the System and Finder currently used by the Macintosh. The startup disk's icon usually appears on the upper-right corner of the desktop.

SuperCrypt: An effective and very fast data encryption algorithm. A 100K document takes just under 5 seconds to lock or unlock using SuperCrypt.

System Folder: A folder containing the System, Finder and system software files.

unlock: To decrypt a document. You need the correct password to unlock a document.

Work Set: A special kind of Set that Sentinel creates to remember which documents have been unlocked during a work session. The Work Set will remember a document until it is locked.

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